

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library, SLO City-County	(2) MEETING DATE 7/23/2013	(3) CONTACT/PHONE Brian A. Reynolds, Library Director 805-781-5785	
(4) SUBJECT Submittal of a resolution to amend the Position Allocation List (PAL) for Fund Center 377 - Library by deleting a 0.50 FTE Supervising Library Assistant, 2.00 FTE Supervising Librarians and 2.00 FTE Library Managers and adding a 0.50 FTE Library Assistant, 3.00 FTE Regional Librarians and a 1.00 FTE Library Support Services Manager.			
(5) RECOMMENDED ACTION It is recommended that your Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by deleting a 0.50 FTE Supervising Library Assistant, 2.00 FTE Supervising Librarians and 2.00 FTE Library Managers and adding a 0.50 FTE Library Assistant, 3.00 FTE Regional Librarians and a 1.00 FTE Library Support Services Manager.			
(6) FUNDING SOURCE(S) Library	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Brian A. Reynolds, Library Director
805-781-5785
Tami Douglas-Schatz, Human Resources Director
805-781-5959

DATE: 7/23/2013

SUBJECT: Submittal of a resolution to amend the Position Allocation List (PAL) for Fund Center 377 - Library by deleting a 0.50 FTE Supervising Library Assistant, 2.00 FTE Supervising Librarians and 2.00 FTE Library Managers and adding a 0.50 FTE Library Assistant, 3.00 FTE Regional Librarians and a 1.00 FTE Library Support Services Manager.

RECOMMENDATION

It is recommended that your Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by deleting a 0.50 FTE Supervising Library Assistant, 2.00 FTE Supervising Librarians and 2.00 FTE Library Managers and adding a 0.50 FTE Library Assistant, 3.00 FTE Regional Librarians and a 1.00 FTE Library Support Services Manager.

DISCUSSION

In an effort to improve efficiency within the Library Department, the Department has acknowledged the need to reorganize. As such, the Department will be redistributing the responsibilities of oversight and management of individual library branches by splitting the County into three geographical regions: South County, North County and Coastal regions. The current division reflects two separate regions supervised by 2.00 FTE Supervising Librarians at the Atascadero and Arroyo Grande branches with the San Luis Obispo branch being managed separately by a 1.00 FTE Library Manager. The San Luis Obispo Library Manager's responsibilities, in addition to supervisory duties, include oversight of countywide public services. The recent redistribution of countywide public services responsibilities to the Assistant Library Director now allows the San Luis Obispo Library Manager to assume supervisory and management responsibilities of additional locations permitting the Library to create the more manageable three region system noted above. The proposed restructuring will include renaming the two current Supervising Librarian allocations at the Atascadero and Arroyo Grande branches to the more descriptive classification title of Regional Librarian. In addition, the vacant Library Manager at the San Luis Obispo branch will be reclassified to the Regional Librarian position to address the division of County-wide branch oversight and management as noted above.

On June 26, 2013, the San Luis Obispo County Civil Service Commission approved revisions to the Supervising Librarian and Library Manager classifications in order to more adequately reflect the duties and responsibilities of the positions within these classifications and in conjunction with the restructuring of the distribution of branch management. These revisions included title changes that more accurately reflect the functions of these classifications as well as their placement within the organizational structure. Consequently, the Supervising Librarian and Library Manager classifications have been re-titled to Regional Librarian and Library Support Services Manager, respectively.

It is recommended that the current 2.00 FTE Supervising Librarian positions be deleted and replaced with 2.00 FTE positions under the new classification title of Regional Librarian. This change represents a classification title change only and does not reflect a change in FTE or salary. To create an equitable and balanced organizational structure within the

Department, it is also recommended that the vacant 1.00 FTE Library Manager position responsible for oversight of the San Luis Obispo branch be reallocated to a 1.00 FTE Regional Librarian position. This position will assume oversight of individual branches in addition to the San Luis Obispo branch.

Additionally, it is recommended that the vacant 0.50 FTE Supervising Library Assistant position at the Santa Margarita branch be reallocated to a 0.50 FTE Library Assistant position. This reallocation is to address a change in staffing needs at the Santa Margarita branch. Previously, the Santa Margarita branch has been operated by a 0.50 FTE Supervising Library Assistant who supervises a 0.30 FTE Administrative Assistant assigned as support staff. A shift in circulation and staff work schedules now allows the Santa Margarita branch to function as a single person facility which eliminates the need for a supervisory position and consequently the reduction of the existing 0.50 FTE Supervising Library Assistant to a 0.50 FTE Library Assistant. The 0.30 FTE Administrative Assistant position currently at the Santa Margarita branch will be shifted to the Atascadero branch. This reallocation is equitable and consistent with the other small branches within the organization.

The newly titled Regional Librarian classification has been designated to be moved from Bargaining Unit 05 - Supervisory Unit to Bargaining Unit 07 - Operations and Staff Management. This change will affect two current incumbents who will be moved from the San Luis Obispo County Employees' Association (SLOCEA) Supervisory Unit of representation to Operations and Staff Management, and will no longer have representation from SLOCEA or any other employee association. Based on recommendations from the Human Resources Department, this change appropriately identifies the level of independent judgment and supervising authority exercised by these incumbents. Pursuant to Section 6 of the San Luis Obispo County Employee Relations Policy, SLOCEA has been notified and has expressed concurrence with the proposed change in bargaining units.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission has approved the revised class specifications. The County Administrative Office and SLOCEA have reviewed this request and concur with the recommendations.

FINANCIAL CONSIDERATIONS

The anticipated net annual cost savings of the proposed changes is \$12,625. The financial considerations are detailed in the table below:

Recommendation	Annual Financial Impact
Reallocation of a vacant 1.0 FTE Library Manager position to a 1.00 FTE Regional Librarian position	-\$ 20,515
Reallocation of a vacant 0.50 FTE Supervising Library Assistant position to a 0.50 FTE Library Assistant position	-\$ 1,716
Reclassifying 2.00 FTE Supervisory Regional Librarian positions into Unrepresented Operations and Staff (BU07)	\$ 9,606*
NET SAVINGS:	\$ 12,625

*The \$9,606 increase represents the differential in benefit costs resulting from the proposed change in bargaining unit. Note that there is no change in salary as a result of the classification title changes.

RESULTS

The end result will be a more balanced division of supervisory and management responsibilities and staff, thus creating a more equitable distribution of workload and thereby maximizing operational effectiveness.

ATTACHMENTS

1. PAL Resolution
2. Current and Proposed Supervisory Organizational Charts